

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Materials Management Coordinator

TechLab, Inc. develops, manufactures and distributes medical diagnostic tests. This company places emphasis on science and collaboration with Universities. We are looking to add a

Materials Management Coordinator to our team.

An employee in this position can expect to perform the following duties:

- Responsible for receiving, stocking and distributing purchased materials
- Coordinate the transfer and receipt of materials to and from sub-contactors
- Realize and communicate warehouse needs to Warehouse Supervisor
- Arrange warehouse to best suit company needs
- Forecast to determine warehouse needs for each month
- Ensure orders prepared by front office are shipped to correct companies
- Ship to domestic/international direct customers
- Pull, verify, and ship to various customers
- Track materials within ERP system
- Train applicable new hires on forklift operation and safety
- Document raw materials according to Standard Operating Procedures
- Receive incoming packages at Radford location
- Maintain general knowledge of product catalog numbers
- Ensure packages delivered to the proper recipient
- Perform raw materials and finished goods cycle count
- Transfer raw materials into production
- Act as backup for Courier
- Follow Standard Operating Procedures for dealing with damaged goods
- Ship dangerous goods
- Assess level of success in finished goods
- Act as liaison for deliveries, couriers, and contractors
- Maintain adequate coverage when taking lunch or breaks
- Review purchase orders for all packages
- Must lift upwards of 75 lbs

Tools and Equipment Used

Safety/Steel Toe Shoes
Yellow Safety Vest
Microsoft Office Suite
Forklift
Two-Wheeled Dolly
Company Vehicle

TechLab offers a competitive salary with excellent benefits. This position requires candidates to possess a High School Diploma or Equivalent, plus 1 year of warehouse or logistic experience and 1 year of working inventory or ERP systems. Interested candidates should send a resume to careers@techlab.com, Radford, Virginia 24141. EOE.

